



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

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APPROVAL: CAREY D. COCKERELL , COMMISSIONER

I. POLICY

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 501 through 506.

II. APPLICABILITY

This policy shall apply to all DJJ staff.

III. DEFINITIONS

- A. “Administrative Manager” means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Assistant Director, Facilities Regional Administrator (FRA), Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent, Juvenile Services District Supervisor (JSDS), and Fiscal Manager.
- B. “Certification Course” means a course provided to meet certification requirements within specific job classifications.
- C. “Curriculum” means training developed in Instructional Theory into Practice (ITIP) format.
- D. “Department Advisory Training Committee” (DATC) means a committee comprised of the Division Director of Professional Development, the two

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Deputy Commissioners, the Regional Division Directors, the Director of Program Services, the Training Branch Manager, and other invited DJJ staff.

- E. “Facility Advisory Training Committee” (FATC) means a committee composed of the facility training coordinator and representatives from within other facility departments.
- F. “Facility Based Trainer” (FBT) means a staff member who has received advanced training and is approved to provide training to staff, contracted personnel, and volunteers.
- G. “Facility Training Coordinator” (FTC) means staff member assigned by the superintendent to coordinate and schedule training as well as maintain training records.
- H. “Field Training Instructor” (FTI) means a certified instructor that may train newly hired or remedial youth workers.
- I. “Field Training Instructor Program” means facility based instruction in coordination with the Youth Worker Training Academy that shall be required for all newly hired youth workers.
- J. “Individual Training Plan” means a written plan developed annually for a staff by their supervisor.
- K. “In-Service Training” means on-going training staff is required to receive annually, except in the first year of service employment.
- L. “Juvenile Contact” (Contact) means being in the same area or general vicinity of youth, having daily contact whether or not charged with supervisory responsibility.
- M. “Mechanical Restraint” means a device (handcuff, anklet, and waist chains) used by DJJ staff to restrict the free movement of a juvenile.
- N. “On the Job Training” (OJT) means the training of specific job requirements that occurs on the job.

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- O. “Orientation Training” means mandatory department and departmental practices familiarization training for newly hired staff.
- P. “Physical Restraint” means a set of techniques used to physically manage an out of control juvenile.
- Q. “Physical Skills Training” means a course consisting of Physical Restraint, Self-Protection, and Mechanical Restraint training.
- R. “Pre-Service Training” means a prerequisite training an employee must complete prior to fulfilling duties in a specific job classification.
- S. “Remedial Training” means additional training provided to staff following the identification of a need in order to increase proficiency in performing job tasks.
- T. “Self-Protection Training” means a course in self-defense concentrating on escape and release techniques.
- U. “Training Academy Administrator” (TAA) means the individual responsible for the management and operations of the Training Academy.
- V. “Training Branch Liaison” means the designated trainer assigned to a specified catchment area, including central office, community, and facilities, who is responsible for making visits to their assigned area, communicating with their assigned area regarding training needs and concerns, and signing off on training plans.
- W. “Training Calendar” means a published schedule reflecting the planned training activities for department staff.
- X. “Training Plan” means a written plan developed annually for an individual, program, or office by the responsible administrative manager.
- Y. “Training Records” means documentation of training attendance

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- Z. “Training Record System” means a computerized system for the storage and analysis of information regarding the training activities of DJJ or an individual staff, program, or office.
- AA. “Training Track” means a minimum list of required annual training for each job classification within the Department.
- BB. “Training of Trainer” (TOT) or “Instructor Courses” means courses conducted by the Training Branch staff, or Training Branch approved instructors, to develop or maintain the skills or certification of facility and other DJJ staff.
- CC. “Youth Worker Training Academy” (Academy) means a centralized location where pre-service training is conducted for the youth worker job classification.